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CENTRAL INTELLIGENCE AGENCY
Washington 25, D. C.

NOTICE

24 May 1948 *ry*

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SUBJECT: Budget Estimates, Fiscal Year 1950

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Reference: Notice No. [REDACTED] 19 April 1948

1. Budget estimates for funds to meet CIA fiscal year 1950 requirements will be submitted by each Assistant Director and Staff Chief to reach the Executive for Administration and Management not later than 1 July 1948.

2. Estimates and all supporting data will be submitted in duplicate and will include separately:

- a. Departmental requirements
- b. Domestic field requirements
- c. Foreign field requirements (except OSO)
- d. Each specific major project, in process or proposed, indicating objectives and fields of work or types of service
- e. Unvouchered (special) funds requirements.

3. The Chief, Budget and Finance Branch, A&M, will furnish sample budgets for guidance directly to Assistant Directors and Staff Chiefs, and will provide advice and consultation upon request.

GENERAL INSTRUCTIONS

4. Presentation will be lengthwise of letter-size pages and adequate left-hand margins will be provided on each page to permit the use of Acco fasteners. The Office or Staff Section estimates must be presented in the same form and sequence as the sample budget, but must be prepared in greater detail. Special attention should be given to the preparation of justifications explaining and supporting the estimates for each object classification of expenditure, emphasizing specific, concrete, factual data and, where possible, citing actual work-load figures. Justification data to be included in the estimates are:

a. Statement of Authorization from which the functions and activities of the Office or Staff Section are derived, i.e., General Orders, etc.

✓ b. Statement of Functions and Activities of the Office or Staff Section.

✓ c. Statement of Coordination indicating operating relationships between the Office or Staff Section and other units of CIA, and between the Office or Staff Section and other departments and agencies of the Government.

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✓ d. Statement of Objectives and/or Accomplishments, actual or proposed, indicating need for and value of the services or product, etc. The necessity of the work should be demonstrated.

e. Organizational and Functional Chart clearly delineating lines of authority and distribution of activities within the component parts of the Office or Staff Section, supported by individual statements describing the activities of each such component.

f. Flow Chart showing the flow of work through the various components of the Office or Staff Section. Work flow charts should clearly denote the flow of projects into and through the various components of each Office or Staff Section and the production or service contributed in the flow by each component. It is unnecessary to go into detail with regard to the flow of papers and documents through the Office or Staff Section where such data would not contribute to an analysis of its main production goals or objectives.

g. Detailed Justification of Vouchered Estimates by Object Classification. It is important wherever possible to justify estimates statistically. The use of (1) work measurement to relate volume of work to staff time and (2) unit cost to relate volume of work to requested funds constitutes a readily defensible method of justification, not only on the Office and Staff Section level but on an Agency level. To provide a uniform basis for consideration of estimates and for necessary consolidation of certain information on an Agency-wide basis, Office and Staff Sections will present estimates distributed and justified by object classification as follows:

01 - Personal Services

(a) CIA Form 32-10 (Appendix I) shall be used in preparing estimates of personnel requirements. Separate sheets shall be used for each organizational unit within each Office or Staff Section, and for a consolidated recapitulation. The recapitulation may include, when necessary, summary totals for large organizational units under each Office or Staff Section.

(b) Forms 32-10 for each organizational unit will be preceded by a justification statement of the requirements for the personnel indicated on the forms. The statement will cover all requirements for overtime and night differential. It will also set forth the amount of living and quarters allowances payable to United States citizens employed at foreign installations and the 25% territorial differential allowance payable at installations in the territories. Reference should be made to experience data on production showing qualitative information as to users and use of the product and quantitative data regarding units of production capacity required.

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(c) Form 32-10 consists of two main sections: "Budget Year" means the fiscal year for which estimates are submitted--1 July 1949 through 30 June 1950; "Current Year" means the fiscal year immediately preceding the Budget Year--1 July 1948 through 30 June 1949.

(d) Positions will be divided into the following services or groups: (1) Clerical, administrative, fiscal service; (2) professional service; (3) sub-professional service; (4) crafts, protective and custodial service; and (5) unclassified (employees in permanent positions compensated on an hourly, daily, monthly, or annual basis). Native employees will be shown summarized by classes at actual salaries.

(e) All classes of positions whether occupied by Civil Service, Special Funds, "On Loan" from participating agencies, or Armed Services personnel shall be listed on Form 32-10 by operating titles in order of authority within the organizational unit. In addition to the operating title, the Civil Service grade and salary shall also be stated for each position. Positions filled by Armed Services personnel will show the incumbent's rank or rating. Positions filled by "On Loan", Special Funds or by permanent Civil Service employees will be appropriately identified as such and positions now vacant shall be so indicated in the "Class" column. Estimates of requirements for other specific types of civilian employees (i.e., temporary, part-time, consultant and WAE) will be shown on Form 32-10 with title, grade and salary as above; class identification will be indicated by a check mark extended into the appropriate specific column. Justification of the need of this personnel including information concerning the anticipated period of service, etc., will be given in the statement of justifications preceding Form 32-10.

(f) Salaries stated on Form 32-10 shall be annual salaries for a forty-hour workweek at rates in accordance with the Classification Act of 1923, as amended, and the Federal Employees Pay Act of 1945, as amended by the Federal Employees Pay Act of 1946.

Salaries for positions already occupied will be reported at the actual rates now being paid. Salaries for positions now vacant will be shown at the yearly minimum for the grade for both fiscal years.

(g) CIA Form 32-10 may be requisitioned in normal manner from the Supply Division, Services Branch, A&M, which will fill all requests for forms subject to maximum quantity schedule. Requests in excess of scheduled quantities should be cleared with the Budget Division, Extension 721.

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02 - Travel

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(a) Estimates for travel shall include transportation costs, per diem or subsistence during authorized travel status, and other expenses incident to travel which are to be paid by the Agency, either directly or by reimbursement, to the traveler. A schedule of travel rates is given in Appendix 2, including cost elements of transportation, per diem, etc., between Washington and major foreign and domestic points.

(b) Dollar estimates should be based upon the number of trips to be performed to specific areas, and computed at rates provided by the cost-of-travel schedule. Complete justification must be furnished in the form of statements of purpose for the anticipated travel to and within each area.

(c) Estimates for employees transferring to installations outside of Washington shall be based upon amounts shown upon the travel schedule. Cost of transportation and per diem up to day of entrance on duty at such installation are included in these rates.

(d) Cost of transportation and per diem for employees officially stationed at locations outside of Washington, and that of employees transferring from such locations to Washington should be included in the estimates for travel submitted by or for such installations and shall be computed at the estimated scheduled rates.

(e) Within-area travel will be based upon an estimated number of trips to be performed at rates per trip as estimated by the individual Office or Staff Section and shall be supported by a statement of purpose for travel within each area.

(f) In preparing estimates for travel in connection with change of official station, consideration must be given to possible travel of employee dependents. This estimate will be computed on transportation costs only.

03 - Transportation of Things

(a) Estimates for the transportation of things shall include those charges which are paid or are to be paid directly by the Government and not by the vendor, whether such transportation be by land, air or water; as well as charges for the care of such things while in process of being transported. Such all-inclusive estimates for the transportation of things between Washington and various foreign areas are scheduled in Appendix 3.

(b) Costs involved in the transfer of stock material, supplies and equipment issued to installations inside or outside the United States shall be included in the estimates of the Services Branch.

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(c) It will be the responsibility of the individual Office or Staff Section to supply justification of transportation costs incurred in the shipment of operational supplies and equipment and household goods and personal effects of employees.

04 - Communications

(a) Estimates shall include costs of transmission of messages from place to place, such as tolls for land telegraph, marine cable, radio, wireless telegraph, and telephone services, and postage. They shall also include switchboard and service charges and telephone installation costs.

(b) Estimates for all charges in connection with telephone service in Washington will be prepared by the Services Branch, A&M.

(c) Estimates for telephone service in field installations will be prepared jointly by the Office or Staff Section concerned and the Services Branch, and shall be reported in the budget estimates submitted by the former.

(d) Estimates for telegram and cable costs and for special services such as teletype, facsimile, telecrypton, telemeter, direct wire, tie-line service, etc., shall be prepared and justified by the Office or Staff Section having or desiring such service.

05 - Rents and Utility Services

(a) Estimates shall include charges for rental of space; for heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication services.

(b) Rents and utilities estimates covering all utilities and office and warehouse space now occupied and/or contracted for will be prepared ^{jointly} by the Services Branch, A&M, and the Office or Staff Section concerned, and shall be reported in the budget estimates submitted by the latter.

(c) Estimates for additional space and facilities for the fiscal year 1950 should be prepared and presented with the necessary justification by the Office or Staff Sections concerned.

(d) Estimates for field offices (except CSO) shall be contained in the estimates presented by or for those offices.

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(e) Estimates for rental on a contract basis of special equipment and/or business machines will be fully justified and submitted by the Office or Staff Section concerned. The justification will include a description of the machine or equipment, the rental cost per period and the total estimated cost for fiscal year 1950.

06 - Printing and Binding

(a) Estimates shall include printing of forms and letterheads, printing and binding of books, pamphlets, documents, and other publications. Printed forms and letterheads are included under this group.

(b) Estimates for printing and/or binding of forms, stationery, and routine office supply items will be made by the Services Branch, A&M.

(c) Special or unusual requirements for printing and binding which cannot be handled by CIA reproduction facilities, such as the need for special teletype paper and multiple-leafed forms, maps, etc., should be set forth in detail by each Office or Staff Section, indicating the type of publication or material, the estimated number of items or copies, the unit and total cost of each publication, and the proposed use of distribution.

07 - Other Contractual Services

(a) Requirements for procurement on contract of special supplies and equipment and/or special services shall be specifically stated and justified.

(b) Estimates for photographing and reproduction services, for advertising and publication of notices and for the maintenance, alteration and repair of office buildings and warehouse facilities will be submitted by the Services Branch, A&M.

(c) Estimates for requirements of funds for special projects involving other Government Agencies and/or outside concerns shall be stated by specific project costs, identifying costs by object class in the same manner prescribed for the overall budget submission.

(d) Estimates for additional protection service furnished by the Public Buildings Administration upon a contractual basis will be prepared jointly by the Services Branch and the Executive for Inspection and Security.

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08 - Supplies and Materials

(a) Estimates for normal office supplies and materials will be prepared by the Services Branch, A&M, in coordination with the Budget Division.

(b) Estimates for special supplies and materials peculiar to specific operations will be reported and justified by the Office or Staff Section having such special requirements.

09 - Equipment

(a) Estimates for office equipment will be prepared by the Services Branch, A&M, in coordination with the Budget Division.

(b) Estimates for operating equipment peculiar to specific operations will be reported and justified by the Office or Staff Section having such special requirements.

(c) Estimates for purchase of motor vehicles shall be supported by a full justification. Where replacement is proposed, the explanation shall set forth the year, model, and body type of the vehicles to be replaced, mileage, kind of use, and other pertinent information. Information must also be given as to the number of old vehicles still to be used and the estimated cost of maintenance and operation of such vehicles. Where additional vehicles are to be acquired, there shall be a clear statement of purposes for which they will be used.

h. Employee Health Program. Estimates for the cost of operating the agency health program, including the cost of health rooms operated by the agency for its employees (and employees of other agencies, if any) will be prepared jointly by the Medical Services Division, Personnel Branch, A&M, and the Budget Division, Budget and Finance Branch, A&M.

i. Special Funds

(1) Estimates for unvouchered (special) funds for the fiscal year 1950 should be submitted and justified on a project basis, as nearly as possible in the same manner as the Office or Staff Section estimates for vouchered funds.

(2) Justification for each project should include a brief outline of the project, number of personnel, and amounts of materiel and supplies, and where possible the funds devoted to the operation during the past fiscal year, and should be specific in regard to the forecast of personnel and further requirements for fiscal year 1950.

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